

Change Personal Information

Description

Task: Update your personal information (e.g., gender, date of birth, marital status, ethnicity, citizenship, disability and military service) on your worker profile.

Who Performs This Task?: All employees.

1. Click the Personal Information worklet.
2. Click the Personal Information **Personal Information** button.
3. On the Change Personal Information page, click the Edit  icon to modify existing information or the Add button to enter new information.



IMPORTANT: If you are a State Health Benefits participant, Gender, Date of Birth, and Marital Status Changes entered on this page will be shared with DBM Employee Benefits Division. You DO NOT need to submit your changes directly to DBM Employee Benefits Division, but you must submit legal proof of marital status changes to your Agency HR office.

4. Click the **Submit**  button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click Save for Later to save your changes but not submit
- Click Cancel to cancel the process and start at another time



Information: You may have to provide documentation of your changes to your Agency HR staff.

Your change will need to be approved by your Agency HR staff before it is displayed on your worker profile.

5. Click the **Done**  button.

6. The System Task is complete.